

66-2435-961
SAC, Los Angeles

January 25, 1950

RECORDED - 30

Director, FBI

CLOSING OF SECURITY MATTER AND
INTERNAL SECURITY CASES

Reference is made to your letter of January 9, 1950, requesting advice as to whether it is necessary to submit a report when a new office is designated as the office of origin in Security Index cases through the use of Form FD-128.

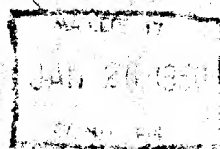
The instructions contained in Bureau Bulletin No. 60, Series 1949, were not intended to prohibit the use of Form FD-128 and its use should be continued where proper. The Bureau has previously authorized the change of an office of origin in Security Index cases in the manner indicated on this form.

In cases where there has been information developed which has not been previously set forth in an investigative report, it remains the responsibility of the office developing that information to submit a report covering that data.

In connection with the situation which you have outlined namely where no additional information remains to be reported by either the old office of origin or the new office of origin and there are no outstanding leads it will be unnecessary to submit a closing report or a letter to the Bureau advising that the case has been closed. In view of the fact that both the old office of origin and the new office of origin have in effect closed their cases by RUCing the Bureau will presume that the case remains in a closed status.

HCB:HT:jgh

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____



JAN 26 3 45 PM '50
RECEIVED READING ROOM
FBI
U.S. DEPT. OF JUSTICE
JAN 26 3 18 PM '50
RECEIVED READING ROOM
FBI
U.S. DEPT. OF JUSTICE

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Los Angeles

SUBJECT: ~~CLOSING OF SECURITY MATTER~~
AND INTERNAL SECURITY CASES

DATE: January 9, 1950

Re Bureau Bulletin #60 dated December 9, 1949, Sub-Section C, captioned ~~"Report Writing."~~

The Bureau is requested to advise whether the instructions set forth in this Bulletin apply to the handling of cases referred upon completion to the office of origin by the use of form FD-128. The majority of such cases originate in the auxiliary office with a letter from the office of origin requesting that a subject's residence and employment be verified. It is customary in such cases for the auxiliary office, after performing the requested investigation, to reply by letter, informing the office of origin of the new residence and employment, thereupon RUCing the case. Upon receipt of the latter letter the office of origin submits Form FD-128 to the original auxiliary office which thereupon becomes the new office of origin. Bureau advice is requested as to whether the new office should, upon receipt of FD-128, prepare a communication addressed to the Bureau advising that the case is in a closed status.

It is recognized, of course, that in cases where the new office of origin has information regarding Communist activities on the part of the subject which has not previously been reported, such information would be set forth in a closing report. It has been the practice of the Los Angeles Office; however, to furnish such information by letter to the original office of origin in order that it may be included in a final report to be prepared by that office.

GAD:MES
100-00-

RECORDED - 55

INDEXED - 55

EX-1

166-2435-761
JAN 12 1950
761
TAC 910M

ltr SAC LA
1-25-50
NGB/jmg

SAC, San Diego

January 9, 1950

Director, FBI

INVESTIGATIVE SUMMARY REPORTS

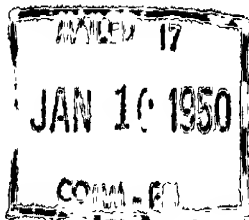
66-2435-962

EX - 51

Reference is made to your letter of December 28, 1949, requesting advice as to whether investigative summary reports should include a synopsis of facts.

You are advised that investigative summary reports should contain an appropriate synopsis of facts. Prosecutive summary reports, of course, should not include a synopsis of facts.

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____



HCB:jmf

RECEIVED
JAN 10 1950
COMM - FBI
194-111111
1/10/50

Mr. Clegg
Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: December 28, 1949

FROM : *WLM* SAC, SAN DIEGOSUBJECT: SYNOPSES IN INVESTIGATIVE SUMMARY REPORTS

Reference is made to the Manual of Rules and Regulations, Section 11-I (4), in which it is stated that a synopsis of facts is not required in "summary reports prepared prior to prosecution".

The Bureau is requested to advise as to whether the above language is intended to include investigative summary reports prepared prior to prosecution, or is only intended to refer to prosecutive summary reports.

WLM:LEC
-- --

*memo San Diego
1-9-50
JCB:jig*

RECORDED - 23

EX - 51
- 2366-2435-
JAN 10 1950*WLM**2-NCP*

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
 FROM : JOINT COMMITTEE

DATE: November 23, 1949

SUBJECT: SUGGESTION NO. 284
 EMPLOYEE: BERNICE V. LOONEY
 LOUISVILLE OFFICE

SAVINGS: None
 AWARD: None

Tolson ☒
 Ladd ☒
 Clegg ☒
 Glavin ☒
 Nichols ☒
 Rosen ☒
 Tracy ☒
 Harbo ☒
 Mohr ☒
 Tele. Room ☒
 Nease ☒
 Gandy ☒

MEMBERS PRESENT: J. S. Rogers
 R. T. Harbo
 S. K. McKee
 E. Scheidt

SUGGESTION: That the mimeographed sheet of Investigative Report Form, FD-72, be rearranged so as to provide more space for the listing of the offices to which copies of the report are designated.

This is the standard first page for Bureau investigative reports. The employee points out that the present form allows space for 6 lines of typing.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

This would require an additional and slightly separate form for this rather limited use. The Committee further points out that in the space presently available, it is possible to make two columns, thereby providing for listing 12 offices. Where this is not sufficient, additional offices can be listed on a continuation page.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable on 12/5/49 by Messrs. Glavin, Mohr, Carlson, Fletcher, E. J. McCabe, Tracy, Ladd, Nichols, Clegg, Nease and Harbo.

Respectfully,
 For the Conference

Clyde Tolson.

cc: Mr. Clegg
 Mr. Mohr

RTH:dgh

RECORDED - 6
 INDEXED - 6

EX-87

66-2435-963
 JAN 13 1950

January 27, 1950

MEMORANDUM FOR MR. TOLSON
MR. LADD
MR. ROSEN

In view of the recent criticism made by Mr. Dawson of the White House of reports submitted by the Bureau on investigations of applicants, wherein such investigations have not been entirely complete, I think that we should take immediate steps to effect a correction of our procedures so as to reduce to the minimum any future criticism.

I well recognize that from time to time dead-lines are set and we are not able to make a thorough and complete investigation within the dead-line. I think that if the person requesting the investigation sets a dead line and we are unable to meet it with the thoroughness of an investigation that is the standard of the Bureau, then we should certainly indicate at the opening of the report the fact that this investigation is not complete due to the fact that sufficient time has not been afforded to make a thorough investigation. This statement should be in caps so that it will immediately attract the attention of any person reading it.

I also well recognize the fact that from time to time we receive instructions from various sources to only make certain inquiries and not to make a complete investigation. Here again I think that at the opening of the report it should be set forth in caps that this is not a complete investigation but is a limited one in line with instructions issued by departmental officials.

There may be other elements that you will think of in connection with this matter but I think the whole matter should be promptly considered by the Executive Conference and corrective measures taken at once.

Of course, whatever is done does not relieve the Investigative Division of the responsibility of proper supervision and review nor our Field Offices of the responsibility of conducting the investigation thoroughly.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

JEH:ampd

SENT FROM D. O.
TIME 11-AM
DATE 1-30-50
BY RO

Very truly yours,
RECORDED - 127
INDEXED - 127
John Edgar Hoover
Director

66-2435-964

SAC, Phoenix

January 5, 1950

Director, FBI

REPORT WRITING - TITLE

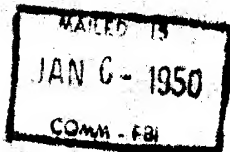
66 2435 965

RECORDED - 186

Reference is made to your letter of December 19, 1949, regarding Agents' General Conference covering the 4th quarter of 1949. It is noted that in your communication, inquiry is made as to the necessity to set forth new names or aliases in the title, as well as in the details of the report when the title is marked "Changed."

Section 11 G, paragraph 2 of the Manual of Rules and Regulations provides that when a subject or victim is added or eliminated to the title of a report, or if changes occur in the spelling of their names, or additional aliases are discovered during the course of an investigation, the report setting out such investigation shall list the new or correct names or aliases. In other words, it is necessary to set forth in the title of a report marked "Changed", the names of the subjects or victims added to the title or new aliases developed since the submission of a previous report. As you are aware, the word "Changed" should be typed immediately after the word "Title" in the caption of such report and the first paragraph of the details of that report should explain clearly the reasons for the change in the title. This first paragraph of the details should list the new names of subjects or victims and aliases added to the title. This is necessary for indexing purposes by offices receiving copies of the report and for the Bureau.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____



HCB:jmf *jmf*

RECEIVED 12 5 1950
JAN 6 1950
FBI

McNamara
HCB

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 19, 1949

FROM : SAC, Phoenix

SUBJECT: AGENTS' GENERAL CONFERENCE
FOURTH QUARTER - 1949*Investigative Reports*b6
b7C

This conference was held at 8:30 a.m., December 15, 1949, and the program was as follows:

PHOENIX VICE SURVEY SA John B. Duffy

UNSUB; VALLEY NAT'L BANK OF PHOENIX

PHOENIX, ARIZONA, 1-31-47; BANK ROBBERY SA

RECENT BUREAU INSTRUCTIONS SAC Murphy

As a result of a discussion at the conference, it is suggested the Bureau clarify a question which pertains to the interpretation of Section 11 G, Paragraph 2, Manual of Rules and Regulations with respect to the title of a report, - when a title is changed to reflect additional aliases, is it necessary to set forth the additional aliases in the title, as well as in the details of the report? The present instructions would indicate that additional alias or aliases should be shown only in the first paragraph of the details.

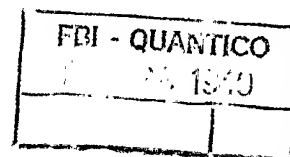
The above topics were well presented.

WAM-kb
1-10

RECORDED - 136

INDEXED - 136

66-2435-715
JAN 25 1950



Memo Phoenix
1-5-50
HCB:jry

2-HCB

ahs

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

New York, N. Y.
November 4, 1949

MEMORANDUM TO DIRECTOR:

RE: BUREAU APPLICANT FILES
SUGGESTION MEMORANDUM

There is attached hereto a suggestion concerning the reporting of Bureau applicant cases. I believe that [REDACTED] suggestion has merit and should receive favorable consideration at the Bureau.

M. E. GURNEA
Inspector.

Enclosure
MFG:MT

1 ENCL
12

RECORDED - 82

INDEXED - 82

166-2435-966

FEB 16 1950

48

ORIGINAL COPY FILED IN 100-2435-966

b6
b7C

726
17 1950

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

DATE: November 2, 1949

b6
b7c

TO : Inspector GURNEA

FROM : SA [REDACTED]

SUBJECT: BUREAU APPLICANT CASES

You will recall that a year ago the Bureau discontinued the use of synopsis reports in AEA Applicant and Employee cases and required briefed reports in all AEA cases. Instructions are still in effect, whereby synopsis reports are submitted in Bureau applicant cases where no derogatory information is developed during the investigation. The number of AEA cases exceeds by far the number of Bureau applicant cases currently being handled.

In view of the importance of Bureau applicant cases, it would appear that we should afford them the same detail in reporting that is given to applicants of the Atomic Energy Commission. In many instances these cases are investigated by Agents who are relatively new in the service.

It is suggested that the Bureau reconsider the use of synopsis reports in Bureau applicant cases and require in the future either full investigative reports or at least briefed reports, such as we are presently using in Atomic Energy Applicant matters.

MRK:SLM

RECORDED - 82 ENCLOSURE

INDEXED - 82

FEB

48

SAC, MINNEAPOLIS

January 23, 1950

DIRECTOR, FBI

INVESTIGATIVE SUMMARIES

RECORDED - 82

66 2435 467

INDEXED - 82

Reurlet November 28, 1949, you are advised that the pink first sheet used on prosecutive summary reports should likewise be used for investigative summary reports. In cases of unusual importance or of an involved nature a summary report may be prepared at the discretion of the SAC of the office of origin even though no prosecution is contemplated. Such reports may properly be referred to as investigative summary reports and should include a synopsis.

EX-99

RTH:AF

SUGGESTION #339

Approved by Joint Committee 1/16/50
Present: Messrs. Clegg, Scheidt, McKee, Harbo.

Approved by Executives Conference 1/23/50
Present: Messrs. Ladd, Fletcher, N. H. Mc Cabe,
Mohr, Carlson, Rosen, Harbo.

RECEIVED - DIRECTOR
B I
U. S. DEPT. OF JUSTICE
JAN 24 11 25 AM '50

JAN 23 7 46 PM '50
RECEIVED ROOM 6 ROOM
F B
U. S. DEPT. OF JUSTICE

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____



[Handwritten signature]

[Handwritten initials]

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 28, 1949

FROM : SAC, Minneapolis

SUBJECT: INVESTIGATIVE SUMMARIES
Report

Page # 339

The Bureau is requested to advise whether the proper procedure is to have a synopsis on investigative summary reports. It is noted that the handbook specifically mentions that prosecutive summaries do not have a synopsis and there has been some interpretation of this rule to mean that this also applies to investigative summaries.

It is also suggested that the Bureau advise what designation it desires be given these reports, that is, whether investigative or non-prosecutive summaries.

RTN:MJJ
62-0

RECORDED - 82

11-27-5-967
EB 3 1950

66-XE

588
6-10-50

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 11/14/49.

FROM : T. E. NAUGHTEN - INSPECTOR

SUBJECT: CLARIFICATION OF RULE REGARDING THE
SUBMISSION OF PROSECUTIVE SUMMARY REPORTSATTENTION: MR. H. H. CLEGG
ASSISTANT DIRECTORPROBLEM

During the course of the inspection at Seattle, it was learned that, in some instances, the U. S. Attorney at Seattle has asked for a prosecutive summary in cases where the subject has desired to plead guilty under Rule 20 under the new Rules of Federal Procedure in cases in which Seattle is the district of apprehension but not the original district of prosecution. The question therefore arises as to which office should prepare a prosecutive summary in those instances. Seattle has been preparing the prosecutive summary for the U. S. Attorney.

DETAILS

By reference to the FBI Agents' Handbook, Part I, Section 56, page 40, regarding the submission of summary reports, the rule is set forth that such shall be prepared by the office of prosecution upon completion of investigation in cases involving probable prosecution.....

In such instances, which, it is realized, are somewhat the exception, I feel that the office of apprehension should prepare the prosecutive summary. It is realized that the office of apprehension will not have on hand the previous reports reflecting previous investigation and prosecution undertaken in the office of prosecution. Nevertheless, I feel that, by a teletype request for such information, the office of apprehension can prepare such summary reports when so requested by the U. S. Attorney in that same Federal District.

RECOMMENDATION

It is recommended that the Bureau consider the above matter and advise the Field as to the Bureau's desires as to which office should prepare the prosecutive summaries in those instances where the subject desires to plead guilty under Rule 20 and yet the U. S. Attorney desires a prosecutive summary. I believe that, upon notice to the office of origin or prosecution regarding the plea under Rule 20 and that the U. S. Attorney desires a prosecutive summary, the necessary serials can be forwarded to the office of apprehension so that the prosecutive summary may be prepared there with a minimum amount of delay.

TEN:PJD

RECORDED - 68
INDEXED - 68

FEB 10 1950

1-16-50
#HC

FBI-SEATTLE

Office Memorandum

UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION NO. 308
INSPECTOR T. E. NAUGHTEN

DATE: January 16, 1950

SAVINGS: None

AWARD: None

Tolson _____

Ladd _____

Clegg _____

Glavin _____

Nichols _____

Rosen _____

Tracy _____

Harbo _____

Mohr _____

Tele. Room _____

Nease _____

Gandy _____

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
SAC E. Scheidt
SAC S. K. McKee

SUGGESTION:

Due to the fact that certain subjects, when apprehended in some district other than the district of prosecution^{and} then desire to enter a plea of guilty, that the rules concerning summary reports be changed so that the office where the guilty plea is entered would be authorized to make a special type of summary report which they call a "guilty plea" type of summary. This summary would vary from the usual type of prosecutive summary in that it would contain^{only} a comprehensive summary of the offense, admissions of the subject, the identification record and such data as would be helpful in connection with the guilty plea and sentence.

It is the present rule that the office of prosecution will prepare prosecutive summary reports.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously recommended unfavorably. It was felt that, in the event a guilty plea is to be entered at some place other than the place of prosecution in keeping with Rule 20, all that is necessary is to provide the U. S. Attorney with the basic data on which to prepare his information to prepare the court to accept the guilty plea and impose sentence. This might at times be included in a teletype from the office of prosecution or office of origin; at times it may be oral information adduced from the local Field Office file and given to the U. S. Attorney who would make notes. Thus, it was felt there should be no change in the existing rule.

EXECUTIVES CONFERENCE CONSIDERATION

Unanimously unfavorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,
For the Conference

cc-Mr. Clegg
Mr. Mohr

HHC:DMG

Clyde Tolson

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. LADD *W. Ladd*

FROM : R. A. ROSEN

SUBJECT: CLARIFICATION OF RULE REGARDING THE
SUBMISSION OF PROSECUTIVE SUMMARY REPORTS

DATE: December 9, 1949

Mr. Tolson	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Holmes	
Miss Gandy	

Reference is made to the memorandum from T. E. Naughten to the Director, dated 11-14-49, reflecting that during the inspection of the Seattle Office it was learned that in instances where the subject was apprehended in their district and desired to plead guilty under Rule 20, any necessary summary report was being prepared by that office. The memorandum recommends that this procedure be continued and that the field be notified of the Bureau's desire in this respect.

The following observations are made by Division Six:

It would appear that in cases of this nature the type of summary report the USA desires is briefer than the usual prosecutive summary submitted in Bureau cases. The information necessary to present to the court and possibly base a recommendation on would not include the various necessary witnesses in cases which go to trial. This "guilty plea" type of summary would necessarily include a comprehensive summary of the offense, any admissions of the subject, the identification record, as well as other data which would be helpful to the USA. In most cases the office covering the subject's apprehension would be in a position to and should prepare this type of summary report. However, in the more involved type of case this would throw an undue burden on the office of apprehension. Therefore, it is felt that in the involved type of case the office of original prosecution should be responsible for preparing this report.

It is suggested that this matter be considered with the possibility in mind of issuing instructions to the Field as to the type of information the Bureau desires be included in summary reports of this nature as well as the responsibility for submitting them.

cc - Mr. Clegg

RJG:MG:ser

2-1-50
RECORDED-62
INDEXED-62

66-2435-970

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION #336
REPORTS - CONDENSING

DATE: 2/6/50

EMPLOYEE:

MEMBERS PRESENT: H. H. Clegg
E. Scheidt
S. K. McKee
R. T. Harbo

Mr. Tolson	✓
Mr. Ladd	
Mr. Clegg	✓
Mr. Glavin	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Harbo	
Mr. Mohr	b6
Tele. Room	b7C
Mr. Nease	
Miss Gandy	
Miss Hyer	✓

14-00000

SUGGESTION: That in short reports where there are only one lead and one or two confidential sources, these both be placed on the same sheet of paper. She also suggests that the administrative page, when one is required, be combined with the lead and informant page.

66-2435-971

The employee feels that this can be done, since the lead page, the informant page and administrative page or pages are removed from all copies of reports distributed outside the Bureau. Under the proposal there would be a savings of as much as two pages for each copy of the report. In addition, there would be a considerable savings in stenographic time as a result of the elimination of time needed to assemble the sheets and insert carbon paper, when a separate sheet is used for undeveloped leads, informant page and administrative page under the present practice.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable on the ground that the possible savings is so small as not to warrant changing the established procedure which has worked satisfactorily. It is felt that the information indicating the identity of confidential informants should in all events be placed on a separate page. In the event a court should require the presentation in court of the administrative and undeveloped lead pages, it is felt the court will not require the presentation of the page revealing the identity of confidential informants.

66-2435-971

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously concurred with Joint Committee. The Conference further recommends that instructions be issued to the field that the following sequence be used in assembling investigative reports: (1) investigative pages; (2) administrative pages; (3) undeveloped lead pages; (4) informant page. In all instances, the informant page would be the last page of the report. 2/2/50 - Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Rosen, N. H. McCabe, Fletcher, Carlson, Nichols, Harbo.

Respectfully,
For the Conference

RECORDED - 33

INDEXED - 33

Clyde Tolson

cc-Mr. Clegg
Mr. Mohr

RTH:F

66-2435-971

*See Bulletin
dated
2-16-50
SAC/JSB*

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: January 26, 1950

FROM : MR. H. B. FLETCHER

SUBJECT: [REDACTED]

SPECIAL INQUIRY - STATE DEPARTMENT
PUBLIC LAW 402, 80th CONGRESS
VOICE OF AMERICA

Tolson ☒
Ladd ☒
Clegg ☒
Glavin ☒
Nichols ☒
Rosen ☒
Tracy ☒
Harbo ☒
Mohr ☒
Tele. Room ☒
Nease ☒

b6
b7C

Information was made available to the Bureau in November, 1949, that the then Secretary of Interior Julius Krug had sent a letter of protest to the Attorney General concerning the Bureau's handling of the Voice of America cases on [REDACTED]. It was stated that the Bureau erroneously reported information in these investigations which dealt with the loyalty of Mr. Michael W. Straus, Commissioner of Reclamation, Department of the Interior. Upon receipt of this complaint, it was immediately realized that the State Department, to whom the Voice of America investigations had been submitted, had made the information contained therein available to the Department of the Interior, which was contrary to the Bureau's understanding in the handling of our confidential reports.

After considerable checking and delay on behalf of the State Department, it was determined that the Security Division of the State Department did, in fact, transmit the Bureau's investigative reports on [REDACTED] to the Department of the Interior for evaluation and return. This was done by the State Department under the date of September 20, 1949. The Interior Department returned the reports to the State Department by letter dated November 4, 1949, at which time they certified to the State Department concerning the loyalty of [REDACTED]. This certification was based, according to Interior, upon the reports themselves and the unqualified recommendation of the Director of the individuals' Bureau (Michael W. Straus, Commissioner of Reclamation).

b6
b7C

2 ENCL
With these facts in mind, Mr. Roach [REDACTED] (former Bureau Agent), [REDACTED] State Department, and pointed out to him that the referral of the Bureau's reports by the State Department to the Interior Department was a violation of the restrictions placed upon the reports by the Bureau and contrary to the desires of the Attorney General. It was also pointed out to [REDACTED] by Mr. Roach that the Bureau transmitted the reports to the State Department for their use only and should not have been sent on to another Governmental agency without clearance from us. The desires of the Attorney General concerning the transmittal of the FBI reports were called to [REDACTED] attention. The Attorney General's comments in this regard are set forth in his letter of June 17, 1948, to the Secretary of Agriculture in which he states, "Such exchange of information within the Executive Branch of Government is a matter wholly within the jurisdiction and responsibility of the heads of the several departments and agencies, although the reports themselves should not be transferred from one agency to another."

b6
b7C

HBR:arm

FEB 14 1950

FIVE

After this was pointed out to [redacted] he readily agreed that he had been in error in transmitting the Bureau's reports to another Governmental agency and stated that he wanted to do what the Bureau desired to rectify such procedure. He stated that a procedure had been set up by the State Department for the referral of FBI reports to the interested agency when its personnel was being used on the Voice Program. He stated that Undersecretary Peurifoy had thought it advisable that the State Department should not pass upon the loyalty, integrity, and ability of employees of other Governmental agencies so long as those agencies would certify to the State Department concerning the loyalty of the persons involved.

b6
b7c

He stated that for this reason the State Department is very desirous of continuing the practice of referring our reports to other Governmental agencies when they fall in the above-mentioned category and desired to know if arrangements could not be perfected whereby this would be authorized by the Bureau and/or the Attorney General. He commented that an exception had been made by the Attorney General with reference to investigative reports compiled by the Bureau relative to delegates to the International Labor Office and he was wondering if it would not be possible to handle these Voice cases in the same manner. He stated that the State Department would be willing to take the initiative in making such a request to the Attorney General if it met with the Bureau's approval. He desired to know the Director's reaction to this request.

*Mr. Nicholson
State Dept. advised*

RECOMMENDATION:

It is recommended that we inform the State Department that we cannot authorize them to transmit our reports to other Governmental agencies which is contrary to the Attorney General's instructions but that if they so desire, they may take it up with the Attorney General to determine if an arrangement can be made comparable to that now being followed in the International Labor Office cases.* It is not believed that the Bureau could institute any action in this matter and that we should stand firm on insisting that our reports not be transmitted beyond the first agency (State Department) without approval of the Attorney General, as such a procedure is objectionable to us and we should act only when requested to do so by the Attorney General.

*The Justice Department, by agreement with the Department of State, made an arrangement whereby the Bureau would send its reports on International Labor Office cases directly to the employing agency and/or the Department of Labor and not to the State Department, the coordinator of the program, as had been done in the past.

*OK. but it seems to me
we are placing ourselves in
a ridiculous position by having
made this protest & then if they
take it up with A.G. to agree to
allow the procedure to be legalized.*

sk
x.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Indianapolis

SUBJECT: REPORT WRITING

DATE: March 3, 1950

Attached will be found a suggestion submitted by
 stenographer in this office, relative to
placing the Bureau file number on the first page of
investigative reports under "Copies."

b6
b7C

I heartily endorse suggestion and hereby
submit it for the Bureau's consideration.

HGF:EW

Attachment

RECORDED - 36

EX - 66

EX - 66

66-2435-972

W. J. B.

R

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC

DATE: March 3, 1950

FROM : Stenographerb6
b7C

SUBJECT: REPORT WRITING

It is noted that Bureau Bulletin #7 dated February 24, 1950 instructs that the reference in an investigative report be placed on the informant page, lead sheet or administrative page, whichever is the last page of a report.

In the past, it has been customary to place the Bureau file number as a reference directly under the Synopsis.

It is believed that it would be to the advantage of the Bureau to have the Bureau file number on the first page, perhaps under "Copies" opposite the number of copies indicated for the Bureau.

EW



United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

IN REPLY, PLEASE REFER TO

FILE NO. _____

~~STRICTLY CONFIDENTIAL~~

February 24, 1950

BUREAU BULLETIN NO. 7
Series 1950

(A) REPORT WRITING - In order to establish uniformity, the Bureau desires that in the future all investigative reports be assembled in the following sequence: (1) the investigative section including the synopsis and first sheet, (2) administrative pages, (3) lead sheets, and (4) the informant page. The sequence of the report should not be changed even though the report does not contain all of the above items.

In all reports other than those submitted in applicant-type cases, the references are to be shown as the last item on the last page of the report rather than on the first page as under the present practice.

Normally, in line with the sequence of assembly of reports set forth above, the last page would be the informant page and, therefore, it would be appropriate to include the reference or references as the last item on the informant page. Where there is no informant page, then the reference or references should appear on the last sheet of the lead page. Likewise, if there is neither an informant page nor lead pages, the references should be shown on the last sheet of the administrative pages. There will be instances in which there will be neither administrative pages, lead pages nor an informant page. In these instances it is not desired under any circumstances that the reference or references be shown on the last page of the investigative section of the report but rather that a special page be prepared and affixed to the end of the investigative section of the report to record the appropriate references for that report. ~~DECLASSIFIED BY 2842 Pm/mae/lgs~~

ON 7-21-81

You should continue to follow the procedure now in effect with respect to placing the reference or references immediately following the synopsis in applicant-type cases.

ORIGINAL FILED IN 66-03-1034

66-2435
SAC, Pittsburgh

February 9, 1950

Director, FBI

REPORT WRITING -
SUBMISSION OF CLOSING REPORTS

66-2435
Reference is made to your communication of January 31, 1950, entitled [redacted] ASN [redacted] was. - Fugitive - Deserter" in which you inquired as to the necessity for the preparation of a closing report by the office of origin when the Bureau has instructed that the investigation be discontinued.

You are advised that under the circumstances submitted in your communication it is appropriate for the office of origin to close the case administratively upon advice of the Bureau that no further investigation should be conducted in view of the apprehension of the subject, and when such action has been taken a closing report need not be submitted. This should not be interpreted to mean, however, that a report should not be submitted even though the Bureau has instructed the office of origin to discontinue investigation in those instances where the field has developed information of pertinence and of interest to the Bureau or other offices.

Part I, Section 44 A 3 of the FBI Handbook applies to the office of origin as well as to an auxiliary office.

HCB:MJD

cc- Bureau File 42-38068

ORIGINAL COPY FILED IN 42-38068-20

b6
b7c

181
58 MAR 7 - 1950

Director, FBI

January 31, 1950

SAC, Pittsburgh

[redacted]
ASN [redacted] was. - FUGITIVE
DESERTER
Bufile 42-38068

b6
b7C

There are enclosed herewith two copies of the closing report of SA [redacted] Pittsburgh, 1/31/50.

There appears to be some confusion throughout the field as to whether closing reports should be submitted by the Office of Origin in cases where the Bureau has advised the Office of Origin to discontinue investigation, as the Bureau so advised this office in this case by Butel dated 11/25/49.

In this connection, it is noted that Bureau Bulletin No. 60, Series 1949, dated 12/9/49, Section C, entitled, "Report Writing," sets out, "Closing reports are to be submitted strictly in conformity with existing Bureau instructions contained in Part I, Section 44 of the Handbook. Accordingly, a closing report shall always be submitted to the Bureau by the Office of Origin unless the case is closed administratively as provided under the above Handbook section. . ."

It is further noted that Part I, Section 44-A provides as follows: "Investigative reports shall be submitted whenever an investigation is conducted except in the following instances: 3. When instructions are received to discontinue an investigation. . ."

It is requested that the Bureau advise whether Part I, Section 44 (A-3) of the Handbook applies to both auxiliary offices and the Office of Origin, or only to the former.

ENCL

JTM:AOR
42-1996

cc: 42-00

Enclosures (2)

66-2435
NOT RECORDED
84 MAR 6 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, San Francisco

SUBJECT: SUGGESTIONS

DATE: March 2, 1950

b6
b7C

Enclosed herewith are the original and three copies of a memorandum submitted to me by Supervising Stenographer [] containing a suggestion as to the method of setting out Bureau file numbers in reports.

HMK:emb

3 Encls. detached
for Jt. Comm.
4/5/50 - []
EX - 62

RECORDED - 36

166-2435-973

Ack. 3/14/50
JNMc:dyh

MAR 11 1950

MAR 11 1950

EX - 62

Jt. Comm. memo
4/5/50 - []
EX - 62

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC, San Francisco

FROM :

SUBJECT: Supervising Stenographer

REPORT WRITING

DATE: March 2, 1950

b6
b7c

Reference is made to Bureau Bulletin No. 7, Series 1950, dated February 24, 1950, Paragraph (A) captioned "REPORT WRITING," wherein it was indicated that all references should be included as the last item on the last page of the report rather than following the synopsis as has been the practice heretofore.

No provision was made in reference Bureau Bulletin for setting out the Bureau file number which heretofore has been set out as part of the reference (Section 11-K (2), Manual of Rules and Regulations). For the sake of uniformity, it is suggested that the Bureau file number be set out opposite the Bureau copies on the first page of the report in the same manner as the file numbers of other offices are presently set out, when readily available.

It is also suggested that the Bureau may desire to issue instructions as to whether or not the reference, when on a separate page by itself, should be detached from reports which are sent to outside agencies, it being noted that the reference will be detached when it is included on the administrative, informant or source page.

Ack. 3/13/50

W.H. McLaughlin

J.E. Connelley

4/14/50 - F.B.I. - L.A.

J.E. Connelley

66 2435 974

RECORDED - 46

SAC, PITTSBURGH

3-15-50

Director, FBI

REPORT WRITING

EX-136

Reference is made to your letter of March 6, 1950, pointing out that the Bureau may desire to issue instructions that the Bureau file number be placed immediately after the copies designated for the Bureau on the first page of the report rather than along with the references on the final page of the report.

This matter has been previously considered and appropriate instructions will soon be issued to the Field regarding this matter.

HCB:DMG

MAR 15 4 30 PM '50
RECEIVED READING ROOM
FBI
U. S. DEPT. OF JUSTICE

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____



[Handwritten signature]
[Handwritten initials]

3 JUN 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
FROM : SAC, Pittsburgh
SUBJECT: REPORT WRITING

DATE: Pittsburgh, Pa.
3-6-50

66-63-1034
Re Bureau Bulletin No. 7, Series 1950, 2-24-50.

In connection with the change in procedure, the Bureau may consider the advisability of placing the Bureau file number immediately after the copies designated for the Bureau on the first page of the report rather than with the references on the last page.

It is believed that the procedure may more readily place the Bureau's clerical force on notice that a Bureau file exists.

DDL:cc

Previously handled

*For info to
SAC Pittsburgh
3-15-50
HCB*

RECORDED
INDEXED 82

EX-55

16-125-974
MAR 7 1950
72

TWO
OFFICE
FILES

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: March 6, 1950

FROM : SAC, Denver

SUBJECT: BUREAU BULLETIN NO. 7, SERIES 1950,
DATED February 24, 1950 - SECTION A
REPORT WRITING*lgh* ✓ *Miss Hyer*
Rom 5254

It is noted from the above-described Bureau Bulletin that in order to establish uniformity, the Bureau desires that in the future, all investigative reports be assembled in the manner described in that Bulletin.

It is also noted that in all reports other than those submitted in applicant-type cases, the references are to be shown as the last item on the last page of the report, rather than on the first page as under the present practice.

The Bulletin does not definitely state the reason for not showing the reference on the first page of the report, but it is presumed the reason the Bureau does not desire references shown on the first page of the report is that these references would indicate to outside agencies that previous reports have been submitted in the same case.

In this connection, the attention of the Bureau is directed to the fact that investigative reports are often transmitted as enclosures to other field offices and copies of those same reports may be designated for the United States Attorneys. Since the Bureau deems it desirable to list the reference on one of the confidential pages of the report, it would appear logical that perhaps the enclosures should also be described on one of the confidential pages, which are not transmitted with the report to outside agencies.

There has also been some discussion in this office as to the propriety of referring to previous investigative reports in reports submitted. This office is aware of the fact that the Bureau has in connection with certain type Security cases advised that no reference be made to previous reports; however, this office is not aware of any instructions in connection with criminal cases to this effect. It is often of considerable assistance in connection with involved cases to indicate the basis of the interview and also show some predication for that particular interview.

However, if the Bureau desires to avoid references to previous reports, it would appear to be improper to make such predication even in criminal cases.

RJB:mfs

ack 3/14/50
*YACB: lgh**194*

RECORDED - 65

INDEXED - 65

66-2435-975
MAR 9 1950
*BY TWO*COPIES DESTROYED
270 JAN 22 1965*86-15*

Re: Bureau Bulletin No. 7,
Series 1950, dated 2/24/50
Section A, Report Writing

3/6/50

It is also observed that in fugitive-type cases, such as a Deserter case, it is the practice of a number of offices to show in the details of the report information concerning the Subject's enlistment and desertion, and setting forth the Subject's description. This information also might indicate to some outside agency that previous reports have been submitted concerning this same matter.

It is believed it will be of considerable assistance to offices if the Bureau will further explain the provisions of Section A of Bureau Bulletin No. 7, specifically as to the exact reason for listing the reference on a confidential page of the report and also whether there is any objection, particularly in criminal cases, in referring to information previously reported.